

## **Appendix B**

### **Specific Duties of the CST Project Specialist**

**Recruit a consultation/training team of skilled practitioners including family advocacy / peer support resources to develop all necessary resources, training, and consultation to implement CST process with partner sites.**

- Develop and maintain a core training and consultation package, utilizing existing best practice strength-based models, emphasizing full parental involvement in all aspects of the process; promote the development of a planning process that emphasize natural supports and services to meet the individualized needs and preferences of the child and family.
- Guide development of local coordinating committees and interagency agreements specifying roles and responsibilities of partners, including development of a shared local funding collaborative.
- Assist in the development and review of counties/tribes selected for CST implementation.
- Based on an analysis of strengths and needs, assist in developing an individualized and tailored consultation plan for selected sites.
- Assist in developing a unified plan or planning process that includes (where applicable) court orders, permanency plan, individualized education plan, mental health and substance abuse plans.
- Organize training for child and family team members, coordinating committee members / partner agencies, and facilitators in the wraparound team planning process including training on how to promote evidence-based services appropriate for children and their families.
- Assist each partner site to develop a parent support and advocacy system.
- Coordinate with consultation team to conduct site visits of CST sites to review site fidelity to model.
- Support the development of a formal sustainability plan for all CST sites.
- Support the development and sustainability of a Collaborative System of Care website.
- Support CST related meetings including the CST Staff Meeting and semi-annual Regional Project Director Meetings. Develop agendas, maintain membership lists, arrange meetings, prepare meeting minutes and maintain communication with membership as necessary to prepare for successful meetings.
- Attend state and national conferences as time and funding permits.

**Participate in conducting reviews with DMHSAS and DCF staff.**

- Develop and review expected outcomes and evaluation processes for CST.
- Review and understand CST state/county/tribal contract addendums to coordinate uniformity with specific outcome expectations.
- Coordinate annual reviews to measure if outcomes are achieved.

**Assist in planning for expansion of additional Collaborative Systems of Care sites in Wisconsin including training and technical assistance support.**